

REQUIRED INFORMATION FOR MINOR SUBDIVISION APPLICATION

Definition: A minor subdivision shall have the following characteristics – contains no new roads or changes to existing roads; all resulting lots front directly on and have legal access to an existing publicly or privately paved and maintained road or street; encompasses no more than twenty-five (25) acres and contains no more than fifty (50) lots; meets all other standards for development as set forth in the Ordinance.

The following information is required for review for all Minor Site Plan Applications as per Article 7, Article 8 and Section 9.c.2 of the Zoning & Development Standards Ordinance.

Please provide five (5) copies for review. If one or more of the following items does not apply to your site please provide certifying documentation.

- a. Name, address of owner and applicant. The proposed title of the project or the proposed subdivision;
- b. Name, signature, license number, seal and address and phone number of engineer, land surveyor, architect, planner, and/or landscape architect involved in the preparation of the subdivision plat or project;
- c. Title block, tax map sheet number for property, and street address;
- d. A location map showing the location of the tract with reference to surrounding properties, street, and municipal and county boundaries;
- e. North arrow and graphic and a numerical scale;
- f. Current and/or requested zoning including typical lot area, width, depth, yard setbacks, building coverage, open space, buffer and landscape areas with description of plantings and planting materials, location of saved trees outside the buildable area, and parking;
- g. Signature blocks for the Planning Director, Zoning Administrator, City or County Engineer, Project Engineer, Project Land Surveyor, Owner of Project;
- h. Sheet size for a minor subdivision shall not be larger than 24" by 36";
- i. Acreage of tract to the nearest tenth of an acre. Total lots, number of lots, and minimum lot size. The proposed location and number of dwelling units (by bedroom type) for multi-family projects;
- j. Date of original and all revisions;

- k. Size and location of any existing or proposed structures with all setback dimensions shown. Location and dimensions of any existing or proposed streets and alley ways including all street right-of-way widths, street pavement widths, and street names;
- l. All proposed lot lines and area of lots in square feet. All lot lines with dimensions to the nearest one-hundredth (100th) foot and bearings to the minute. Block letters and lot numbers in consecutive order. Minimum building setback lines as per zoning district requirements;
- m. Copy and/or delineation of any existing or proposed deed restriction or covenants;
- n. All existing water courses, flood plains, wetlands or other environmentally sensitive areas on and within two hundred (200 ft) feet of the site.
- o. Final detailed utility infrastructure plans, including sanitary sewer, water, storm water management, drainage, telephone, electric and cable TV;
- p. Landscape plans and details. Site identification signs, traffic control signs, and directional signs;
- q. Parking plans showing spaces, size and type, aisle width, curb cuts, drives, driveways, and all ingress and egress areas and dimensions;
- r. Traffic study in accordance with 7.d.10, if minor subdivision has 50 lots;
- s. Any preliminary architectural plans and elevations showing proposed main and accessory buildings and dimensions of structures drawn to scale.
- t. Contour lines at vertical intervals of at least two (2 ft) feet for land with an average natural slope of four (4%) percent or less, and at intervals of at least five (5 ft) feet for land with an average natural slope exceeding four (4 %) percent.
- u. All on site easements, railroads, utility transmission lines, culverts, bridges, storm drainage ditches, wooded areas, noise and accident potential zones around Shaw Air Force Base and the Sumter Airport, where applicable;
- v. Location of all existing/proposed fire hydrants;
- w. Location of any existing/proposed dumpsters with screening;
- x. Meets and bounds descriptions of a project or a subdivision shall meet the standards in the South Carolina Land Surveying Regulations in Chapter 49, Article 4, Section 460;

- y. A certification executed by a Registered Land Surveyor which contains a statement of the class of the survey performed followed by a statement as follows: "I hereby state that to the best of my knowledge, information, and belief, the survey shown hereon was made in accordance with the Minimum Standards Manual for the Practice of Land Surveying in South Carolina, and meets or exceeds the requirements for a Class A survey as specified therein."